

PROFESSIONAL SERVICE CONTRACT TRANSMITTAL RECORD

NOV 07 2014

Insurance Requirement

ACCOUNTS PAYABLE WILL HOLD UP ALL CONTRACT PAYMENTS UNTIL ALL INSURANCE CERTIFICATES/POLICIES REQUIRED UNDER THE CONTRACT HAVE BEEN RECEIVED. CONTRACTORS SHOULD BE MADE AWARE OF THIS REQUIREMENT.

CONTRACT PO NUMBER 2657451
STANDARD PO NUMBER
CHANGE ORDER # 6
REVISION
REVISION

TYPE OF CONTRACT: (Check One)

- ☐ CONSTRUCTION/DEMOLITION ☐ LEASE ☐ DEED
☒ SERVICES CONTRACT

DEPARTMENT HEAD'S SIGNATURE

Alvin Horhn

DEPARTMENT
FINANCE
ASSESSMENT

FUNDING SOURCE (Percent)

FEDERAL % STATE % CITY 100% OTHER %

DEPARTMENT CONTACT PERSON
ALVIN HORHN

PHONE NO.
313-224-3040

CONTRACTOR'S NAME: BELLEFUI, SZUR, & ASSOCIATES INC. (BS&A) SOFTWARE

DATE PREPARED
04/23/2014

CONTRACTOR'S ADDRESS:

14965 ABBEY LANE
BATH, MICHIGAN 48808
ATTENTION: MR. TED DROSTE

ENGINEER'S ESTIMATE ☐ CONTRACT ☒ CHANGE ☐

TOTAL CONTRACT AMOUNT \$2,605,650

TOTAL CPO AMOUNT \$3,455,875

CHANGE AMOUNT \$423,875.00 - 850,225

PHONE NO. 517-641-8900

☒ CORPORATION ☐ PARTNERSHIP ☐ INDIVIDUAL

FEDERAL EMPLOYER/SOCIAL SECURITY NUMBER: 38-3024767

MINORITY FIRM ☐ YES ☒ NO

PURPOSE OF CONTRACT: ONSITE TECHNICAL AND FUNCTIONAL SUPPORT OF SOFTWARE

CHARGE ACCOUNT: 1000-230120-000075-617900-00060-000000-A5020

TIME & DATE IN

APPROVER MUST ALSO MAKE APPROPRIATE NOTES IN ORACLE PURCHASE ORDER

TIME & DATE IN

REQUESTING DEPARTMENT

AUTHORIZED DEPARTMENT REPRESENTATIVE

BUDGET

- ☒ RECOMMEND APPROVAL
☐ RECOMMEND DENIAL

BUDGET DIRECTOR OR DEPUTY

GRANT MANAGEMENT SECTION

- ☐ RECOMMEND APPROVAL
☐ RECOMMEND DENIAL

GRANT ACCOUNTANT

FINANCE DEPARTMENT

- ☒ RECOMMEND APPROVAL
☐ RECOMMEND DENIAL

FINANCE DIRECTOR OR DEPUTY

LAW DEPARTMENT

- ☒ RECOMMEND APPROVAL
☐ RECOMMEND DENIAL

CORPORATION COUNSEL

PURCHASING DIVISION

PURCHASING DIRECTOR

CITY OF DETROIT
CONTRACTS SECTION
LAW DEPARTMENT
CITY COUNCIL APPROVAL JCC REFERENCE: PAGE DATE

9/30/2014

City Council Contract Agenda Items Review Checklist

Reviewer: _____ Date Received: _____

Date: _____ Department: Finance Department Division: Assessments Division

Dept Head/Contact Person: Alvin F. Horhn Phone No.: (313) 224-3040

Description: Contactor shall provide an on-site support person that will perform the following at the request and direction of the Board of Assessors. Assist in the implementation of correct Assessment Administration practices and procedures.

Contract No.: 2657451 PO Type (ex) : Prof Svc - CPO Est. Value: \$3,455,875.00

Contract Term (if applicable/ example): July 1, 2014 to June 30, 2016

Funding: City 100% State _____% Federal _____% Other: _____%
(Documentation must be furnished by the Dept. if anything other than City funding)

Recommended Supplier: Belleful, Szur, & Associates Inc Required Date: _____

1. Is the product or service ESSENTIAL to department operations? ☒ Yes ☐ No

If "Yes" please explain why: To assist the City of Detroit Assessment Division to become compliant with the Audit of Minimum Assessing Requirements (AMAR), MCL 211.10f Section C & requirements set by the Michigan State Tax Commission.

Consequence of not buying: The Division will be non-compliant Minimum Assessing Requirements (AMAR), MCL 211.10f Section C & requirements set by the Michigan State Tax Commission.

2. Was the product or service competitively bid? ☐ Yes ☒ No
(Request copies of bid tabulation/evaluation score sheets as needed)

If the answer to #2 is "NO" explain why there was no competition:

3. Was a Co-Operative Agreement Considered? ☐ Yes ☒ No Co-Operative Name: _____
If answer to #3 is "No" explain why a Co-Op was not considered: _____

4. Were savings achieved?
☐ Yes Amount \$_____ ☒ No
Were additional savings requested? (10%) ☐ Yes ☒ No

5. Does the supplier currently provide other goods and services to the City? ☐ Yes ☒ No
If yes please list: _____

6. The business being awarded is RENEWAL OR EXENSTION OF EXISTING CONTRACT?
If #6 is a renewal provide justification for renewal:
If #6 is a increase/decrease does this represent: Increase - \$850,225

9/30/2014

- ☐ variance in unit price only (Current unit price \$ Suggest Unit Price \$)
☐ change in amount/volume of the good or service to be used (no change in unit price)

7. Is this good/service used by other Departments? ☐ Yes ☒ No
If "yes" can this requisition/par be combined other depts.? ☐ Yes ☐ No
8. Is this a service that can be performed by City employees? ☐ Yes ☒ No
Is this a service that City employees can be trained to do? ☐ Yes ☒ No
-

NOTES:

☐ PLACE ON CITY COUNCIL AGENDA

☐ REJECT AND NOTIFY DEPARTMENT FOR THE FOLLOWING REASON(S):

SIGNED: _____ DATE: _____

INFORMATION PROVIDED BY: Alvin F. Horhn
TITLE: Assessor PHONE NO. (313) 224-3040

Detroit City Council
Legislative Policy Division

TO: Purchasing Division Staff
FROM: David Teeter
DATE: November 6, 2014

RE: **PURCHASING ITEMS APPROVED BY THE CITY COUNCIL**

There were no contracts approved on October 28, 2014, that were Reconsidered

The following contracts and purchase orders were reported to the City Council, by the Standing Committee, at the Regular Session of November 5, 2014 and APPROVED.

Reported by the Budget, Finance and Audit Committee:

2657451,Chg.6 Belleful, Szur & Assoc. + \$850,225 to \$3,455,875 FINANCE
Submitted in the List and Referred October 28, 2014.

Reported by the Internal Operations Committee:

2898418 CW Professsionals \$2,000,000 INFORM.TECH.SERVICES
Submitted in the List and Referred October 28, 2014.

86888,Chg.1 Jada Cash-Wilson (Cushingberry) + \$28,026 to \$33,246 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

86892,Chg.1 Paris Powell (Cushingberry) + \$16,302 to \$20,262 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

86977 Derrick Hall, II (Cushingberry) \$1,760 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

86999 George Etheridge (Legislative Policy) \$39,697.69 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

87000 Rachel Orange (Cushingberry) \$17,200 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

87001 Cleo Teresa Wiley (Cushingberry) \$19,264 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

87002 Tynesha McKinnie (Cushingberry) \$7,700 CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with **WAIVER**.

Purchasing Division
Contracts and Purchase Orders Received, Considered at Regular Session
of November 5, 2014

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*The following contracts and purchase orders were reported to the City Council, by the Standing Committee, at the Regular Session of November 5, 2014 and **APPROVED.***

Reported by the Internal Operations Committee: *continued*

87004	David Cavanagh (Cushingberry)	\$7,700	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87005	Gabrielle Clement (Cushingberry)	\$7,700	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87006	Arthur J. Divers, Sr. (Cushingberry)	\$59,500	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87007	Richard Clement (Cushingberry)	\$52,500	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87008	Eddie Gaylor, Sr.(Cushingberry)	\$3,784	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87009	Betty Smith-Simmons (Cushingberry)	\$8,084	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			
87010	Dennis Black (Cushingberry)	\$7,700	CITY COUNCIL
Submitted in the List for Nov. 5, 2014; Placed on Consent Agenda; Approved with <i>WAIVER.</i>			

Reported by the Neighborhood and Community Services Committee:

2897864	W-3 Construction Co. (Adams-Butzel)	\$655,500	RECREATION
Submitted in the List and Referred Oct. 28, 2014.			
86310	Antoine Flowers (Coca-Cola Troops)	\$24,300	RECREATION
Submitted in the List and Referred Oct. 28, 2014.			
86311	Phillip Talbert (Coca-Cola Troops)	\$28,800	RECREATION
Submitted in the List and Referred Oct. 28, 2014.			

Reported by the Planning and Economic Development Committee:

No Contracts Reported

Purchasing Division
 Contracts and Purchase Orders Received, Considered at Regular Session
 of November 5, 2014

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*The following contracts and purchase orders were reported to the City Council, by the Standing Committee, at the Regular Session of November 5, 2014 and **APPROVED.***

Reported by the Public Health and Safety Committee:

2899027-MiDeal	Detroit Salt Co.	\$37,608	TRANSPORTATION
Submitted in the List and Referred Oct. 21, 2014.			
86953	Walter Lee Brown (Rape Crisis Center)	\$40,040	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
86954	Frank Miles (Rape Crisis Center)	\$40,040	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
86956	Keith Dawson (Auto Theft and Vehicle ID)	\$46,072	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
86957	David Jakeway (Auto Theft and Vehicle ID)	\$46,072	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
86958	Diane Benners (Auto Theft)	\$39,270	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
86959	Lavern Mack (Auto Theft)	\$39,270	POLICE
Submitted in the List and Referred Oct. 21, 2014.			
2897406	Cummins Bridgeway	\$6,000,000	TRANSPORTATION
Submitted in the List and Referred October 28, 2014; Approved with <i>WAIVER.</i>			
2897408	WW Williams Midwest	\$3,500,000	TRANSPORTATION
Submitted in the List and Referred October 28, 2014; Approved with <i>WAIVER.</i>			
2899613	New Flyer (19 Coaches)	\$10,600,000	TRANSPORTATION
Submitted in the List for Nov. 5, 2014; Moved to New Business; Approved with <i>WAIVER.</i>			
2899966	AKT Peerless (Pub.Sch. Environ. Site Assess.)	\$450,000	PLAN.& DEVELOPMT.
Submitted by Sp. Letter of Oct. 28; on Agenda for Referral Nov. 5; Moved to New Business. Approved with Change to funding source as Quality of Life Funds.			
2899967	Environmental Consulting & Technology (DPS Env. Site Assess.)	\$450,000	PLAN&DEV.
Submitted by Sp. Letter of Oct. 28; on Agenda for Referral Nov. 5; Moved to New Business. Approved with Change to funding source as Quality of Life Funds.			

*The following contracts and purchase orders were reported to the City Council, by the Standing Committee, at the Regular Session of November 5, 2014 and **APPROVED.***

Reported by the Public Health and Safety Committee: *continued*

2899968 Professional Services Industries (DPS Env. Site Assess.) \$450,000 PLAN.& DEVELOP.
Submitted by Sp. Letter of Oct. 28; on Agenda for Referral Nov. 5; Moved to New Business.
Approved with Change to funding source as Quality of Life Funds.

2899969 NTH Consultants (DPS Env. Site Assess.) \$575,000 PLAN.& DEVELOPMT.
Submitted by Sp. Letter of Oct. 28; on Agenda for Referral Nov. 5; Moved to New Business.
Approved with Change to funding source as Quality of Life Funds.

*The following contracts were **REFERRED** on November 5, 2014 to the indicated Standing Committee for consideration and report to the City Council.*

Referred to Budget, Finance and Audit Committee

2857485,Purch.Incr. Wolverine Solution Group FINANCE

Referred to Internal Operations Committee

87011	Michael A. Hall (LaborRelat.Direct)	MAYOR'S OFFICE
86998	Leslie Howard Ellison (Bus Shlt.Maint.)	GENERAL SERVICES
87019	Kevin McFadden (IT Manager)	LAW
87020	Douglas M. Baker (Attorney)	LAW
2898660	Pinnacle Actuarial Resources	LAW

Referred to Neighborhood and Community Services Committee

No Contracts Referred

Referred to Planning and Economic Development Committee

No Contracts Referred

Purchasing Division
Contracts and Purchase Orders Received, Considered at Regular Session
of November 5, 2014

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*The following contracts were **REFERRED** on November 5, 2014 to the indicated Standing Committee for consideration and report to the City Council.*

Referred to Public Health and Safety Committee

2899138	QOE Consulting	AIRPORT
2897462	Life Support Training Institute	FIRE
2827322, Renew	CMP Distributors	POLICE
2874673, Renew	Enterprise Uniform	POLICE

The following items have been HELD for review, discussion or report to the Standing Committee.

Held in the Public Health and Safety Committee

86966	Robert B Dunne, MD (EMS Med. Director)	\$97,200 / 1 year	FIRE
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Submitted in the List and Referred Oct. 21, 2014; Referred back to Committee on Nov. 5, 2014;
Questions raised about Employee morale.



REQUEST FOR INCOME TAX CLEARANCE

REQUESTING DEPARTMENT/DIVISION: Finance Department - Assessments Division

E-MAIL ADDRESS: DavisJe@detroitmi.gov

CONTACT NAME: Jennifer Davis

PHONE: 313-224-6989

FAX: 313-224-9400

Type of Clearance:

☐ New

☒ Renewal (Please submit 30 days prior to submitting bid or expiration date)

A. To:
City of Detroit
Income Tax Division
Coleman A. Young Municipal Center
2 Woodward Avenue, Ste. 512
Detroit, MI 48226

Phone: (313) 224-3328 or 224-3329
Fax: (313) 224-4588

For:
Individual or
Company Name Bellefull, Szur & Associates, Inc (BS&A Software)
Address 14965 Abbey Lane

City Bath

State MI

Zip Code 48808

Telephone (517) 641-8400

Fax # (517) 641-8460

E-mail Address _____

B. Name of Chief Financial Officer/Authorized Contact Person
(Include address if different from above)

Ted Droste, COO

Telephone # (517) 641-8400

Fax # (517) 641-8460

Employer Identification or Social Security Number
38-3024767

Spouse Social Security Number _____

Nature of Contract Assist in the implementation of correct
Assessment Administration practices and procedures.

BID CONTRACT AMOUNT (if known):
Labor: \$ 3,455,875 Material: \$ _____

Contract # (if known) 2657451

C. ALL QUESTIONS MUST BE ANSWERED TO EXPEDITE APPROVAL PROCESS. ANY QUESTION NOT ANSWERED MAY RESULT IN A DENIAL OF INCOME TAX CLEARANCE.

Check One:

☐ Individual

☒ Corporation

☐ Partnership

☐ Estate & Trust

INDIVIDUALS ANSWER QUESTIONS 1,2,3,4.

1. Have you filed joint returns with spouse during the last seven (7) years? (If yes, include spouse SSN above) ☐ Yes ☐ No
2. Are you a student, and/or claimed as a dependent on someone else's tax return? ☐ Yes ☐ No
3. Were you employed during the last seven (7) years? ☐ Yes ☐ No
4. Were you a resident of Detroit during the last seven (7) years? ☐ Yes ☐ No

CORPORATIONS AND PARTNERSHIPS ANSWER QUESTIONS 5,6,7.

5. Is the company a new business in Detroit? If yes, attach Employer Registration (Form DSS-4). ☐ Yes ☒ No
6. Will the company have employees working in Detroit? ☒ Yes ☐ No
7. Will the company use sub-contractors or independent contractors in Detroit? ☒ Yes ☐ No

D.

FOR INCOME TAX USE ONLY

Has the contractor complied with the provisions of the City Income Tax Ordinance?

☒ Yes ☐ No Signature LUCHETTA JENNINGS INCOME TAX INVESTIGATOR MAY 08 2014 Expires MAY 08 2015

☐ Yes ☐ No Signature _____ Date _____ Expires _____

☐ Yes ☐ No Signature _____ Date _____ Expires _____

To check the status of a clearance, please call (313) 224-3328 or (313) 224-3329
VISIT OUR WEBSITE FOR INFORMATION AND TAX FORMS AT www.ci.detroit.mi.us

NOTE: An approved Income Tax Certificate may be used in multiple city wide departments that require a bid.

CITY OF DETROIT
ACCOUNTS RECEIVABLE CLEARANCE FORM
PLEASE FORWARD TO ROOM 1012
COLEMAN A YOUNG MUNICIPAL CENTER
REVENUE COLLECTIONS (313) 224- FAX: 224-4238

SECTION A: FROM: ☐ CITY ENGINEERING ☐ HEALTH ☐ LAW ☐ POLICE
☐ RECREATION ☐ WATER & SEWAGE
☒ OTHER: Finance Department - Assessments Division

ADDRESS OF DEPARTMENT: 2 Woodward Ave, Suite 824

DATE SENT: 5/29/2014

CONTACT PERSON: Jennifer Davis

DATE SENT: 5/29/2014

PHONE NUMBER: (313) 224-6989

FAX: (313) 224-9400

☒ SECTION B: CORPORATION

LICENSE TYPE: _____

CORPORATION NAME: Bellefui, Szur & Associates, Inc

ADDRESS: 14965 Abbey Lane, Bath MI 48808

☒ OWN ☐ LEASE

CURRENT TAX IDENTIFICATION NUMBER:

38-3024767

OTHER CITY/STATE TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

CONTACT PERSON: Ted Droste, Chief Operating Officer

PHONE NUMBER: (517) 641-8900

☐ SECTION C: PARTNERSHIP

LICENSE TYPE: _____

BUSINESS NAME: _____

ADDRESS: _____

☐ OWN ☐ LEASE

CURRENT TAX IDENTIFICATION NUMBER:

OTHER CITY/STATE TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

A: PARTNER'S NAME:

HOME ADDRESS: _____

PHONE NUMBER: _____

☐ OWN ☐ LEASE

CITY/STATE/ZIP: _____

OTHER CITY PROPERTY OWNED ADDRESSES:

SOCIAL SECURITY NUMBER: _____

B: PARTNER'S NAME:

HOME ADDRESS: _____

PHONE NUMBER: _____

☐ OWN ☐ LEASE

CITY/STATE/ZIP: _____

OTHER CITY PROPERTY OWNED ADDRESSES:

SOCIAL SECURITY NUMBER: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

☐ SECTION D: SOLE PROPRIETORSHIP

LICENSE TYPE: _____

OWNER'S NAME: _____

HOME ADDRESS: _____

CITY/STATE/ZIP: _____

☐ OWN ☐ LEASE

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

PHONE NUMBER: _____

CITY/STATE/ZIP: _____

CURRENT TAX IDENTIFICATION NUMBER:

OTHER CITY/STATE TAX IDENTIFICATION NUMBER(S) PREVIOUSLY USED:

OTHER PROPERTY ADDRESSES OWNED WITHIN DETROIT: _____

☐ SECTION E: PERSONAL SERVICES

NAME: _____

CITY/STATE/ZIP: _____

SOCIAL SECURITY NUMBER: _____

OTHER PROPERTY ADDRESSES OWNED WITHIN DETROIT: _____

ADDRESS: _____

PHONE NUMBER: _____

FOR TREASURY COLLECTION USE ONLY!

FOR INCOME TAX DIVISION USE ONLY

☒ APPROVED ☐ PENDING ☐ DENIED W/ATTACHMENTS

☐ APPROVED ☐ PENDING ☐ DENIED

CLEARANCE VALID UNTIL

DEC 30 2014

SIGNATURE

DATE

SIGNATURE

DATE

REVISED 7-12-2012

COVENANT OF EQUAL OPPORTUNITY

(Application for Clearance - Terms Enforced After Contract is Awarded)

I, being a duly authorized representative of BS&A Software (hereinafter "Contractor"), am hereby authorized to enter into a Covenant of Equal Opportunity, (hereinafter "Covenant") with the City of Detroit, (hereinafter "City"); obligating the Contractor and all sub-contractors, not to discriminate against any employee or applicant for employment, training, education, or apprenticeship connected directly or indirectly with the performance of the contract, with respect to his/her hire, promotion, job assignment, tenure, terms, conditions or privileges of employment because of race, color, religious beliefs, public benefit status, national origin, age, marital status, disability, sex, sexual orientation, or gender identity or expression; except as otherwise exempted under City Code, Ordinance No. 27-2-12.

Contractor will ensure that the City of Detroit Human Rights Department shall receive notification of all potential sub-contractors and a copy of their Covenant prior to the commencement of work on any City of Detroit contract. Contractor further agrees that the City of Detroit reserves the right to require additional information prior to, during, and at any time after the Covenant is fully executed.

Furthermore, Contractor agrees that this Covenant is valid for the life of the contract and/or for a specified period of time as indicated below and that a breach of this Covenant shall be deemed a material breach of contract and be subject to damages pursuant to City Code, Ordinance No. 27-3-2, Section (e).

RFQ / PO No.: (if applicable) 2657451

Duration of Covenant July 1, 2014 to June 30, 2016

Printed Name of Contractor/Organization BS&A Software
(Type or Print Legibly)

Contractor Address Beth MI 48008
(City) (State) (Zip)

Contractor Phone/E-mail (517) 641-8900 ted@bsa-software.com
(Phone) (E-mail)

Printed Name & Title of Authorized Representative Ted Droske, COO

Signature of Authorized Representative Ted Droske

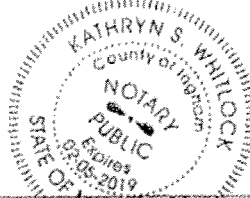
Date: 7/1/14

*** This document MUST be notarized ***

Signature of Notary: Kathryn S. Whitlock

Printed Name of Seal of Notary: Kathryn S. Whitlock

My Commission Expires: 02/05/2019



FOR CONTRACTING DEPARTMENT USE ONLY	
Date Rec'd: <u>4-24-14</u>	Received by: <u>Jennifer Davis</u> Administrative Specialist I

Please fax a COPY of the notarized Covenant and Award Letter to the Human Rights Department (313) 224-8434



CERTIFICATE OF LIABILITY INSURANCE

BELSZ-1

OP ID: KL

DATE (MM/DD/YYYY)

06/16/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER David Chapman Agency, Inc. 5700 W. Mt. Hope Highway Lansing, MI 48917- Tony Thias	CONTACT NAME: Karen Schaffner, CIC
	PHONE (A/C, No, Ext): 517-319-8237 FAX (A/C, No): 517-321-9443
	E-MAIL ADDRESS: kschaffner@davidchapmanagency.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Michigan Insurance Company NAIC # 10857
	INSURER B: CNA NAIC # 35289
	INSURER C: The Accident Fund Co NAIC # 10166
	INSURER D: Philadelphia Insurance Co.
	INSURER E: Torus (UK Insurance Limited)
	INSURER F:

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> GENERAL LIABILITY	X	B3013158134	06/08/2014	06/08/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY		CCJ0005099	06/08/2014	06/08/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS					PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> SCHEDULED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
D	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR		84354B121ALI	06/08/2014	06/08/2015	EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 5,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0					
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	WCV6021670	06/07/2014	06/07/2015	<input checked="" type="checkbox"/> WC STATU- TORY LIMITS <input type="checkbox"/> OTH- ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000
D	Professional Liab		PHSD329237	06/08/2014	06/08/2015	Limit 2,000,000
B	Employee Dishonest		B3013158134	06/08/2014	06/08/2015	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
The Certificate Holder is included as an Additional Insured for General Liability only per form #CG7004, as required by written contract.

CERTIFICATE HOLDER

CITYDET

City of Detroit
Ms. R. Fletcher
Dept CEDD
Detroit, MI 48226

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David J. Chapman

Hiring Policy Compliance Affidavit

I, TED L. DROSTE, being duly sworn, state that I am the CHIEF OPERATING
OFFICER of BSS & A SOFTWARE
Title Name of Bidder Corporation or Other Business Entity

and that I have reviewed the hiring policies of this employer. I affirm that these policies are in compliance with the requirements of Article V, Division 6 of the Detroit City Code of 1984, being Sections 18-5-81 through 18-5-86 thereof. I further affirm that this employer will not inquire or consider the criminal convictions of applicants for employment needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted, until such times as the employer interviews the applicant or determines that the applicant is qualified.

In support of this affidavit, I attach a copy of the application form that will be used to hire employees needed to fulfill the terms of any City contract that may result from the competitive procedure in connection with which this affidavit is submitted.

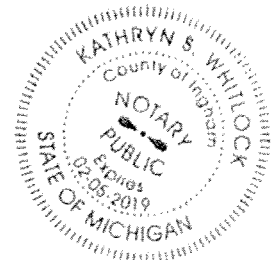
SIGNED,

Ted L. Droste
Title: Chief operating officer Date: 4/24/14

STATE OF Michigan)
COUNTY OF Clinton) SS

The foregoing Affidavit was acknowledged before me the 24th day of April, 2014,
by Kathryn S. Whitlock.

Notary Public, County of Ingham
State of Michigan
My commission expires: 2-3-2019



BS&A Software Inc

14965 Abbey Lane, Bath MI 48808

APPLICATION FOR AT-WILL EMPLOYMENT

BS&A Software is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.

Position Applied For: _____ Date of Application: _____

Date you Can Start: _____

Name: _____
Last First Middle

Address: _____
Street City State Zip

Telephone #: Home (____) _____ Work(____) _____

Are you 18 years or older? _____ Yes _____ No

Are there any hours or days of the week you cannot work? _____ If so, when? _____

Salary Desired _____ Type of Employment: _____ Fulltime _____ Parttime

Are you employed now? _____ May we contact your present employer? _____

Did you ever apply to this Company before? _____ Where? _____

Under what name? _____ When? _____

EDUCATION:

	NAME AND ADDRESS OF SCHOOL	No.of Years Attended	Did you Graduate	Subject/ Major
High School				
College				
Specialized Training				

Do you have US Military experience? _____ Date Entered _____

Branch: _____ Rank: _____ Date Discharged? _____ Honorably? _____

Are you lawfully entitled to be employed in the United States? _____

If so, please state citation, date and place where offense occurred. _____

Please provide any additional information such as special skills, training, management experience, or qualifications you feel will be helpful to us in considering your application. _____

REFERENCES: Three Individuals Not Related to You, Whom you have Known for at Least One Year:

NAME	ADDRESS AND TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED

CURRENT AND FORMER EMPLOYERS: (Most Recent One First)

Date Month/Year	Name, Address, & Phone Of Employer	Salary: Starting/Ending	Position/ Responsibilities	Reason For Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

May We Contact The Employers Listed? _____ Yes _____ No

If not, which one(s) _____

Please read the following statement carefully before signing to indicate your understanding:

I understand that, prior to being offered employment, I may be requested to take an employment examination.

I certify that the facts contained in this application are true and complete to the best of my Knowledge and understand that, if employed, falsified statements on this application may result in termination.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated with or without cause, at any time, with or without notice.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers, except those specifically excepted,* to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give you.

Date

Signature

For Employer Use Only

Interviewed By: _____ Date: _____ Hired: _____ Yes _____ No

Starting Date: _____ Position _____ Wage _____

CITY OF DETROIT
SLAVERY ERA RECORDS AND INSURANCE DISCLOSURE AFFIDAVIT

1. Name of Contractor: B&A Software
2. Address of Contractor: 14965 Abbey Lane, Bldg, MI
48808
3. Name of Predecessor Entities (if any): _____
4. Prior Affidavit submission? ____ No ____ Yes, on: _____
(Date of prior submission)
- If "No", complete Items 5 and 6.

If "Yes", list date of prior submission above, go to Item 6 and execute this Affidavit.

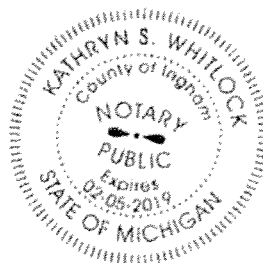
5. ☒ Contractor was established in 1987 (year) and did not exist during the slavery era in the United States, is not a successor in interest to any entity that existed during such time, and therefore has no relevant records to search, or any pertinent information to disclose.
- ☒ Contractor has searched their records and those of any predecessor entity, and has found no records that they or any predecessor(s) made any investments in, or derived profits from the slave industry or from slave holder insurance policies.
- ☐ Contractor has found records that they or their predecessor(s) made investments in, or derived profits from, the slave industry or slave holder insurance policies. The nature of the investment, profits, or insurance policies, including the names of any slaves or slave holders, is disclosed in the attached document(s).
6. I declare that the representations made in this Affidavit are accurate to the best of my knowledge and are based upon a diligent search of records in the Contractor's possession or knowledge. All documentation attached to this Affidavit reflects full disclosure of all records that are required to be disclosed to the City of Detroit. I also acknowledge that any failure to conduct a diligent search, or to make a full and complete disclosure, shall render this contract voidable by the City of Detroit.

Ted L. Droste (Printed Name) COO (Title)

Ted L. Droste (Signature) 4/24/14 (Date)

Subscribed and sworn to before me
this 24th day of April, 2014

Kathryn S. Whitlock
Notary Public, Wayne County, Michigan
My Commission expires: 2-9-2019



**CITY OF DETROIT
AMENDMENT AGREEMENT NO. 6**

TO CONTACT NO. 2657451

THIS AMENDMENT AGREEMENT NO. 6 is entered into by and between

City of Detroit, Michigan municipal corporation, acting by and through its **FINANCE DEPARTMENT** Department("City"), and **BELLEFUL, SZUR, & ASSOCIATES INC. (BS&A)**, a **MICHIAGAN CORPORATION**, with its principal place of business located at **14965 Abbey Lane, Bath MI 48808** ("Contractor").

WITNESSETH:

WHEREAS, the City has engaged the Contractor to provide certain services ("Services") to the City; and

WHEREAS, the City and the Contractor have entered into a Contract reflecting the terms and conditions governing the subject engagement; and

WHEREAS, Article 16.01 of the Contract permits the parties to amend the Contract by mutual agreement; and

WHEREAS, it is the mutual desire of the parties to enter into this Amendment to amend the Contract as set out in detail in the following sections;

NOW, THEREFORE, in consideration of the foregoing, and of the benefits to accrue to the parties from this Amendment, the parties agree that this Contract is amended as follows:

1. AMENDMENT TO SECTION 7.01 OF ARTICLE 7 COMPENSATION

1.01 Section 7.01, which is amended by amendment number 5 now reads:

7.01 Compensation for Services provided shall not exceed the amount of Two Million Six Hundred Five Thousand Six Hundred Fifty and 00/100 Dollars (\$2,605,650.00) inclusive of expenses, and will be paid in the manner set forth in Exhibit B. Unless this Contract is amended pursuant to Article 16, this amount shall be the entire compensation to which the Contractor is entitled for the performance of Services under this Contract.

Is amended to read:

7.01 Compensation for Services provided shall not exceed the amount of Three Million Four Hundred Fifty Five Thousand Eight Hundred Seventy Five (3,455,875.00) inclusive of expenses, and will be paid in the manner set forth in Exhibit B. Unless this Contract is amended pursuant to Article 16, this amount shall be the entire compensation to which the Contractor is entitled for the performance of Services under this Contract.

AMENDMENT TO SECTION 6.08

PAYMENT

1.01 Section 6.08, now reads:

Payment for Services provided under this Contract is governed by the terms of Ordinance No. 42-98, entitled "Prompt Payment of Vendors," being Sections 18-5-71 through 18-5-79 of the 1984 Detroit City Code.

Alvin Horhn
Assessor
824 Coleman A. Young Municipal Center
Detroit, MI 48226
(313) 224-3052 (Telephone)
(313) 224-9400 (Facsimile)

The City employee from whom payment should be requested is:

Pauline Rutledge
Detroit, MI 48226
(313) 224-3034 (Telephone)
(313) 224-9400 (Facsimile)

3. SECTION 18.01

3.01 Section 18.01, now reads:

18.01 All notices, consents, approvals, requests, and other communications ("Notices") required or permitted under this Contract shall be given in writing, mailed by postage prepaid, certified or registered first-class mail, return requested, and addressed as follows:

Notices

18.01 All notices, consents, approvals, requests and other communications ("Notices") required or permitted under this Contract shall be given in writing, mailed by postage prepaid, certified or registered first-class mail, return receipt requested, and addressed as follows:

If to the Finance Department on behalf of the City:

City of Detroit
Finance Department, Assessments Division
824 Coleman A. Young Municipal Center
Detroit, MI 48826
Attention: Alvin Horhn

If to the Contractor:

B S & A Software
14965 Abbey Lane
Bath MI 48808
Attention: Mr. Tom Szur

4. AMENDMENT TO EXHIBIT A

4.01 Exhibit A of the Contact is amended by deleting the existing language and by substituting the attached Sixth Amended Exhibit A in its place.

5. AMENDMENT TO EXHIBIT B

5.01 Exhibit B of the Contact is amended by deleting the existing language and by substituting the attached Sixth Amended Exhibit B in its place.

6. EFFECT OF AMENDED TERMS ON THE

REMAINING PROVISIONS OF THE CONTRACT

6.01 With the exception of the provisions of the Contract specifically contained in this Amendment, all other terms, conditions and covenants contained in the Contract shall remain in full force and effect and as set forth in the Contract.

7.01 This Amendment to the Contract shall not become effective until:

- (a) The Amendment has been approved by the required City departments;
- (b) The Amendment has been authorized by resolution of the City Council; and
- (c) The Amendment has been signed by the City's Purchasing Director.

Prior to the approvals set forth in this Section, the Finance Director shall not authorize any payments to the Contractor pursuant to this Amendment, nor shall the City incur any liability to pay for any services or to reimburse the Contractor for an expenditure authorized by this Amendment.

(Remainder of this page intentionally left blank. Signatures on the following page)

IN WITNESS WHEREOF, the City and the Contactor, by and through their duty authorized officers and representatives, have executed this Amendment.

WITNESSES:

1. Kathryn S Whitlock
Kathryn S Whitlock
2. Jeffrey S Taylor
Jeffrey S Taylor

WITNESSES:

1. Pauline Rutledge
Pauline Rutledge
2. Cynthia Burton
Cynthia Burton

THIS AMENDMENT WAS
APPROVED BY THE CITY
COUNCIL ON NOV 05 2014

Bonnie Jackson

CONTRACTOR:

BY: Thomas L Szur

ITS: Chief Executive Officer

CITY OF DETROIT

DEPARTMENT:

BY: Assessor

ITS: Assessor

APPROVED BY LAW
DEPARTMENT TO SECTION
7.5-206-406 OF THE CHARTER OF
THE CITY OF DETROIT

THIS AMENDMENT IS NOT VALID OR AUTHORIZED UNTIL APPROVED BY
RESOLUTION OF THE CITY COUNCIL AND SIGNED BY THE PURCHASING DIRECTOR.

CITY ACKNOWLEDGEMENT

STATE OF MICHIGAN)

)SS.

COUNTY OF WAYNE)

The foregoing contract was acknowledged before me the 7th day of July
2014, by Alvin Horhn
(name of person who signed the contract)
the Assessor
(title of person who signed the contract as it appears on the contract)
of Finance Department – Assessments Division
(complete name of the City department)
on behalf of the City.



Notary Public, County of Wayne

State of Michigan

My commission expires: October 20, 2014

JENNIFER J. DAVIS
Notary Public - Michigan
Wayne County
My Commission Expires October 20, 2014

CORPORATE ACKNOWLEDGEMENT

STATE OF MICHIGAN)

)SS.

COUNTY OF Ingham)

, by

The foregoing contract was acknowledged before me the 8th day of September, 2014

Thomas L Szur

(name of person who signed the contract)

the

Chief Executive Officer

(title of person who signed the contract as it appears on the contract)

of

Bellefleur, Szur, & Associates

(complete name of the corporation)

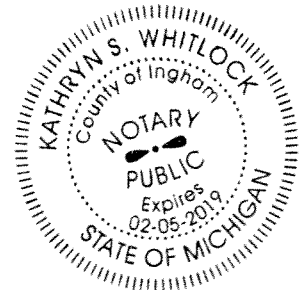
on behalf of the City.

Kathryn S Whitlock

Notary Public, County of Ingham

State of Michigan

My commission expires: 2-5-2019



CORPORATION CERTIFICATE OF AUTHORITY

I, Jeffrey Taylor, Corporate Secretary of
(name of corporate secretary)
Bellefevil, Szur, & Associates, a Michigan
(complete name of corporation) (State of incorporation)
____ corporation (the "Corporation"), **DO HEREBY CERTIFY** that the
following is a true and correct excerpt from the minutes of the meeting of the Board of
Directors duly called and held on _____
(non-profit or for profit) and that
the same is now in full force and effect:

"RESOLVED, that the Chairman, the President, each Vice President, the Treasurer,
and the Secretary and each of them, is authorized to execute and deliver, in the name of and
on behalf of the Corporation and under its corporate seal or otherwise, any agreement or
other instrument or document ('Contract') in connection with any matter or transaction
that shall have been duly approved; and the execution and delivery of any Contract by any
of the aforementioned officers shall be conclusive evidence of such approval."

FURTHER, I CERTIFY that James Bellefevil is Chairman,
Chad Harmon is President,
Timothy Glesien is (are) Vice President(s),
Jeffrey Taylor is Treasurer,
Jeffrey Taylor is Secretary,
Thomas Szur is Executive Director, and
Thomas Szur is C.E.O.

FURTHER, I CERTIFY that any of the aforementioned officers or employees of the
Corporation are authorized to execute and commit the Corporation to the conditions,
obligations, stipulations and undertakings contained in Contract No. 2657451 between
the City and the above-referenced Corporation and that all necessary corporate approvals
have been obtained in relationship thereto.

IN WITNESS THEREOF, I have set hand this 8th day of Sept, 2014.
CORPORATE SEAL
(if any)



Corporation Secretary

**PLEASE NOTE THAT THE PERSON WHO SIGNS THE CONTRACT ON BEHALF OF YOUR
CORPORATION MUST BE ONE OF THE INDIVIDUALS LISTED ABOVE AS A PERSON
AUTHORIZED TO EXECUTE CONTRACTS IN THE NAME OF AND ON BEHALF OF THE
CORPORATION.**

SIXTH AMENDED EXHIBIT A

SCOPE OF SERVICES

Is amended to read:

SCOPE OF SERVICES I

II. Notice to Proceed

The term of this Contract shall begin on 1 July 2014. The Contractor shall commence performance of this Contract upon receipt of a written "Notice to Proceed" from the City and in the manner specified in the Notice to Proceed.

The Contract shall be completed on June 30, 2016. After that time the City will have the option to extend the Contract for additional two-year periods for the life of the Software in accordance with Section 16, Amendments of the Contract.

III. Services to be Performed

Contractor shall provide an on-site support person that will perform the following at the request and direction of the Board of Assessors:

Coordinate and/or assist the Board of Assessors and Division Managers in the successful operation and implementation of the system.

Provide on-site training, group or individual, and training documentation determined by job responsibility.

Assist in the implementation of correct Assessment Administration practices and procedures.

Assist with the coordination and implementation of the Assessment Roll Projects, which include but are not limited to the following:

Assessment Roll and Data Base Management:

- (a) Identify Missing Data and Develop Plan to Remedy
- (b) Run Update Physical Characteristics Report
- (c) Prepare and Run Sales Study Reports
- (d) Prepare and Run Data Integrity Reports for Special Acts Rolls (Monthly)
- (e) Prepare and Run IFT Report
- (f) Prepare Assessment Notices Template for Real and Personal Property
Coordinate with Printer and Export Assessment Notice to Printer (Approx.
400,000 Notices)
- (g) Prepare State of Michigan Mandated Reports
- (h) Prepare and Complete Finance and Budget Department Reports
- (i) Export of 2015 and 2016 Assessment Roll to Treasury Module
- (j) Creation of Assessment Roll
- (k) Balancing Homestead Changes (Weekly)
- (l) Factoring of Assessments Roll

Board of Review Coordination, Training, and Management-March, July & December

- (a) Prepare and Run Data Integrity Reports
- (b) Balancing of Changes to Roll-Homestead, Poverty, & Value
- (c) Import of Changes to Treasury Module and County Treasurer Once
Completed

Assistance with Land Value and ECF Projects

- (b) Import of Square Footage Data and Tables
- (c) Verification of Land Values on All Parcels
- (d) Conversion of Percentile Parcels Into Square Footage
- (e) Input of ECF Districts
- (f) Prepare and Run Data Integrity Reports for Land Values and ECF's

Personal Property Projects

Contractor shall provide the online 'e-Personal Property' web service, which is an automated process where Taxpayers fill out their Annual Personal Property Statement online.

- a. Provide 10 days of onsite staff training and implementation services
- b. Provide basic training documentation that encapsulates the process to serve as a reference manual for users during production phase
- c. Provide follow up training in subsequent years and assist in the initial annual setup and testing
- d. Update the online forms each year to coincide with changes made by the Michigan State Tax Commission

All projects and assignments may change at the discretion of the Board of Assessors.

SCOPE OF SERVICES II

ADDITIONAL SCOPE OF SERVICES 2014-2016 – AMAR COMPLIANCE

II. Services to be Performed

Contractor shall provide an on-site support person that will perform the following tasks at the request and direction of the Board of Assessors. The overall scope and provided service of this contract is to assist the City of Detroit Assessment Division to become compliant with the Audit of Minimum Assessing Requirements (AMAR), MCL 211.10f Section C and requirements set forth by the Michigan State Tax Commission (STC).

The contractor shall:

- Coordinate and/or assist the Board of Assessors and Division Managers in the successful implementation of establishing standards for Residential Land Values and ECF district analysis.
- Coordinate the update of Land Values and ECF districts within the Assessing Software.
- Develop a systematic process for annually updating all Residential Parcels based on current market trends, and mass appraisal market modeling.
- Provide for training of developed processes with current staff as part of knowledge transfer.

- Land Value Project
 - Import Of Square Footage Data And Tables from other sources
 - Validation that a Land Table is assigned to each parcel
 - Verification Of Land Values On All Parcels
 - Validation that uniform land rates are assigned to parcels
 - Ability to publish data sets on a Land Value map
 - Prepare And Run Data Integrity Reports For Land Values
- ECF Project
 - Import of Neighborhood Data And related Tables
 - Validation that each parcel resides in a ECF District
 - Assist with Neighborhood delineation for Residential parcels.
 - Prepare And Run Data Integrity Reports For ECFs

Project Processes: For successful implementation, considerable communication needs to exist between the contractor and the City of Detroit staff. The contractor has the ability to set database standards, and the City staff has the ability to set real estate market guidelines for the contractor to follow. Therefore considerable communication is needed between the contractor and City staff.

Procedures:

- BS&A staff will provide for and set up each residential Economic Condition Factor (ECF) area – perform neighborhood delineation
- Export/merge of data from the live production database to a separate database. The purpose is to temporarily detach from the production database so analysis can occur faster. After data set are completed, the data is merged back into the production database
- Export polygons for mapping reference to the ECF area
- Run reports and create a digital folder for each residential ECF area to allow for saving of reports by ECF area

Run the following reports for existing parcels for review by City of Detroit leadership:

- Land Values as expressed in units of measurement of site, front feet, and square foot
- Land flat values
- Land to building ratio
- ECF analysis/calculations (before changes)

- After reviewing these reports, the City staff will approve the new land values to be calculated and subsequently set en-mass by the contractor.
- The Contractor will then rerun the flat value report to compare Land 'flat values' with proposed calculated values
- The City of Detroit staff will then give final approval to remove land flat values or recalculate them based on other criteria
- BS&A will then remove the Land flat values at the direction of City staff

Economic Condition Factor Process

- The Contractor will update the sales file based on the revised [new] land rates
- The Contractor shall (re)run ECF analysis & calculations
- The Contractor shall set the ECF analysis using standard guidelines
- The Contractor shall rerun reports from above (after reports—see also page 2)
- The Contractor shall run percent of change (in assessed value) report for City Staff consideration
- The Contractor shall run L-4015 for each ECF with newly calculated Land Value
- The Contractor shall compile Descriptive Statistics (Standard Deviation, etc and coefficients of dispersions for each ECF area)
- The Contractor shall run L-4022 AV & TV for the ECF area
- The Contractor shall run over-ride review reports (designed to get final comparisons parcel by parcel of changes in dollars & percent)
- City of Detroit will then give final approval for over-rides for that ECF area
- Repeat the above process for each ECF District until all residential ECF areas are completely out of over-ride and are values are market driven based on market activity. Further, that the calculated value equals the assessed value.
- The Final process will be to merge the value modeling from individual ECF areas to the "live" production database and then remove the land flat values and the over-ride for each ECF neighborhood.

Noteworthy: As with any task of this size, and with the diversity of the marketplace, there will be 'outliers.' These parcels will be flagged within the program so City Staff can review the data for accuracy.

All projects and assignments may change at the discretion of the Board of Assessor.

(Remainder of this page intentionally left blank)

SIXTH AMENDED EXHIBIT B
FEES AND REIMBURSABLE EXPENSES

FEE SCHEDULE

I. General

- (a) The Contractor shall be paid for those Services performed pursuant to this Contract a maximum amount Three Million Four Hundred Fifty Five Thousand Eight Hundred Seventy Five (3,455,875.00) for the term of this Contract as set forth in Exhibit A, Scope of Services.
- (b) Payment for the proper performance of the Services shall be contingent upon receipt by the City of invoices for payment. Each invoice shall certify the total cost, itemizing costs when applicable. Each invoice must be received by the City not more than thirty (30) days after the close of the calendar month in which the services were rendered and must be signed by an authorized officer or designee of the Contractor.

II. Project Fees

City of Detroit – Fee Breakdown

Project Period – 1 July 2014 to 30 June 2016

<u>Project Fees/Professional Services:</u>	<u>7/1/14 – 6/30/15</u>	<u>7/1/15 - 6/30/16</u>
---	--------------------------------	--------------------------------

Onsite days at \$600/day	\$150,000	\$150,000
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[Assistance to Board of Assessors] Contractor reserves the right to discontinue this onsite service with 60 days notice.

Onsite days at \$500/day	\$125,000	\$125,000
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[Assistance for AMAR compliance]

Technical Assistance for Reappraisal Project (Support to winning vendor For BSA Software CAMA system)	\$55,000	\$55,000
---	----------	----------

System Support Services:

<u>Fees Continued:</u>	<u>7/14-6/2015</u>	<u>7/15-6/2016</u>
Assessing System – Residential:	\$37,600	\$38,400
Assessing System – Commercial/Industrial	\$ 6,900	\$ 7,700
Assessing System – Personal Property	\$ 4,675	\$ 4,850
Assessing System –ePersonal Property App	\$44,700	\$45,400
Total Budgeted cost per period	<u>\$423,875</u>	<u>\$426,350</u>
Grand Total – 7/1/2014 through 6/30/2016		\$850,225

III. Expenditures under this contract for the period July 1, 2014 through June 30, 2016 shall be subject to the following maximum amounts:

7/01/2014 - 6/30/2015: \$423,875

7/01/2015 - 6/30/2016: \$426,350